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General specifications for preparing files
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Our preference is to receive high-resolution press-ready files in Acrobat PDF format. Include live files with fonts and links as backup to avoid slowing the job in the event of last-minute alterations or other issues.

Adobe Photoshop, Indesign, Illustrator: use “File > Export” to create the PDF. Start with the “Press Quality” settings to create a PDF and then make these modifications:

Standard: PDF/X-4:2010 (*if available*)

Compatibility: Acrobat 7 (PDF 1.6)

Trim Mark Offset: .125” (Litho) or .25” (Silkscreen)

Bleed Sizes: .125” (Digital and Litho PDFs) or .25” (Large Format and Silkscreen PDFs)

Trim Marks and Bleed should be visible when the PDF is opened in Acrobat.

NOTE: the “Rand-Press-Quality.joboptions” preset is attached to this PDF. You can use it to install the Rand preset in your Adobe software.

Quark XPress 7 or above: Choose File > Export > Layout as PDF” and choose the “Press High Quality/High Resolution” preset.

Other software: PDFs from other software can be made using the Adobe PDF printer, using the Press Quality setting and changing the Compatibility to Acrobat 7 (PDF 1.6) or higher.

DIES: Bleed for die cutting needs to be 1/8” (litho) or 1/4” (silkscreen). Place your die line on a separate layer named “DIE”. Die lines need to be high res vector art.

Live files:

We support many software applications, including:

QuarkXPress, Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, etc.

***Special note for Windows PCs and MS Word, Excel, Powerpoint & Publisher:**

Due to the nature of Microsoft products and the text reflows and missing font errors that occur, making a press-quality PDF file for output is the only reliable solution for reproducing an MS Office document. Please check your Microsoft Office PDFs to be sure all fonts show “Embedded” or “Embedded Subset” in the File > Properties > Fonts dialog in Acrobat before sending the PDF for output.

“Live” Macintosh application files should include the following:

- * All linked graphic files
- * All screen and printer fonts required to print the document (including those used in linked graphics)
- * Hard copy proof or PDF to verify file integrity

Tips:

- * **Photo Resolutions:** Photos should be 300 pixels per inch (offset and digital) or 150 ppi (silkscreen and large format digital) when placed on the page at 100%.
- * **Line Art Resolutions:** For B&W bitmap artwork, 900 ppi to 1200 ppi is needed so the eye won’t detect jagged edges on the art.
- * **Trim and Bleed:** Set the document or artboard size to your desired finished trim size and then turn on the trim (or crop) mark option in the “Print” or “Export” dialog when creating the press quality PDF. If your project have graphics that touch the trimmed edge of the paper, extend the image 1/8” (offset & digital) or 1/4” (silkscreen & large format digital) past the edge of the page for bleed. PDFs for output should show visible trim marks and you should see the bleed extending past the trim marks.